



Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference

April 21, 2020

CALL TO ORDER

Chair Smyser called the virtual meeting to order at 9:00 am

PLEDGE OF ALLEGIANCE

INTRODUCTION OF VISITORS

AMENDMENTS TO AGENDA

Steve Berenter, General Counsel asked for a motion to amended today's agenda by removing Item 5.c., Faculty Senate Update.

(M/S) TRUSTEES HIGHTOWER/DUNHAM MOVED TO AMEND THE AGENDA TO REMOVE ITEM 5.C., WHICH WILL BE TAKEN UP AT A LATER MEETING. MOTION PASSED

ATTENDANCE

TRUSTEES:

Skip Smyser, Chair
Mark Dunham, Vice Chair
Mary Niland, Secretary
Molly Lentz, Trustee
Annie Hightower, Trustee

ALSO PRESENT:

Dr. Bert Glandon, President
Craig Brown, Executive Vice President, Operations
Mark Browning, Vice President, College Relations
Lillian Talley, Vice President, Human Resources
Denise Aberle-Cannata, Provost
Cheryl Wright, Interim Vice President, Finance and Administration
Steve Berenter, General Counsel
Andrea Fontaine, Associate General Counsel
Morriah Marks, Executive Administrative Assistant
Janice McGehee, Executive Assistant to the President
Ross Hosking, Sr. Specialist, Multimedia Tech
Judd Constantine, Multimedia Coordinator III
Christi Gilchrist, Assistant Vice President Economic Development
Ashley Smith, Communications Representative III, Communications & Marketing
Audrey Eldridge, Director, Communications & Marketing

Kae Jensen, Dean, Math & Science
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Brian Cuttlers, Manager III, Institutional Research
Stephanie Ritchie Breach, Faculty Senate President
Justin Vance, Dean of Arts & Humanities
Kelly Steely, Dean, Business, Communication, & Technology
Terah Crews, Senior Partner, Entangled Solutions
Sara Beth Hoffman, Engagement Manager, Entangled Solutions
Ryan Herring, Director Human Resources
Courtney Santillan, Dean of Social Science & Public Affairs
Cathleen Curry, Dean of Health
Pat Neal, Dean of Industry, Engineering & Trades
Alexis Malepeai, Executive Director, Institutional Effectiveness
Michael Chacon, Chief Information Officer
Jason Stokes, Bookstore Manager
Joy Palmer, English Chair
Crystal Ferguson, Assistant Registrar

VISITORS: NONE

CALL FOR PUBLIC COMMENT- NONE

CWI MISSION STATEMENT

- Chair Smyser read the CWI Mission Statement;
The College of Western Idaho expands learning and life opportunities, encourages individual advancement, contributes to Idaho's economic growth, strengthens community prosperity, and develops leaders.

CONSENT AGENDA

(M/S) TRUSTEES DUNHAM/NILAND MOVED TO APPROVE THE FEBRUARY 18, 2020 MEETING MINUTES WITH THE ADDITION OF THE EXECUTIVE SESSION ROLL CALL. MOTION PASSED.

(M/S) TRUSTEES DUNHAM/LENTY MOVED TO APPROVE THE MARCH 20, 2020 SPECIAL MEETING MINUTES AS PRESENTED. MOTION PASSED.

BOARD COMMITTEE REPORTS

- **POLICY**
 - General Counsel Berenter reviewed the process for the self-evaluations of the Board as well as President Glandon's evaluation. The Evaluation forms were sent to the Trustees in March and as of today, two have been received back. General Counsel Berenter requested that the evaluations be completed and returned as soon as possible. A review of the evaluation process will take place in May or June. Trustee Hightower asked that confirmations be sent when the evaluations have been received.

COOPERATIVE PURCHASING PROGRAMS

- General Counsel Berenter reported that due to a recent change, Idaho Law will now allow CWI to participate in Cooperative Purchasing Programs. Participation in these programs eliminates the need for CWI to satisfy the formal solicitation of getting bids. In essence, these companies have already done that work. General Counsel Berenter is asking for approval of the Board for CWI to participate in these Cooperative Purchasing Programs.

(M/S) TRUSTEES LENTY/DUNHAM MOVED TO APPROVE CWI'S PARTICIPATION IN CERTAIN IDENTIFIED COOPERATIVE PURCHASING PROGRAMS AS PRESENTED. MOTION PASSED.

AMEND SIGNATURE AUTHORITIES

- Amending the signature authorities is necessary due to the change in the Financial Officer role, which brings Cheryl Wright back to the college in an interim capacity. Board approval is needed to authorize changes related to signing authority with the banking institutions as well as the LGIP account.

(M/S) TRUSTEES DUNHAM/NILAND MOVE TO APPROVE AMENDING THE SIGNATURE AUTHORITIES AS PRESENTED, TO INCLUDE CHERYL WRIGHT, INTERIM VICE PRESIDENT, FINANCE & ADMINISTRATION.

PROVOST REPORT

- **COVID-19-19 UPDATE**
 - Provost Aberle-Cannata reviewed the impact of COVID-19 to Students for the spring, summer and fall 2020 Semesters. The checklist for the transition to online classes was shared with the Board. Chairman Smyser thanked everyone involved for doing an outstanding job.
 - Vice President Talley updated the Board on how the COVID-19 pandemic has affected the Staff. No furloughs are expected at this time. The majority of full and part-time staff are working remotely and doing that successfully. Essential non-remote staff have been identified and granted access to the campus. Social distancing protocols are in place on campus. Modifications to the Benefits Policy to align with State changes were made, and the Family First Act was implemented effective April 1.
 - Executive Vice President Brown reviewed with the Board the COVID-19 Budget Assumptions and impact on the General Fund and CTE.
 - Trustee Niland suggested that these recommendations be brought before the Board of Trustees as motions to be voted on. Executive Vice President Brown agreed and suggested that one way to accomplish this would be to break out

individual category areas in the first budget reading process. Trustee Niland stated that she wants to see separate motions on record for the following budget decisions; elimination of CEC, no increase in tuition and fees, and how the reserves will be managed.

- Trustee Dunham stated that he appreciates the financial work being done during this difficult time.
- President Glandon reported that he meets with the three Community College Presidents on a regular basis. In comparing CWI to the other Community Colleges, CWI is not talking furloughs as the others are, CWI has put into place the extended 80-hour policy, and have open computer labs being operated in compliance with the governor's order. Congratulations to Denise and the entire CWI Faculty, who have risen to the occasion and are doing so much more than any of the other schools in the state, ensuring student success at the College of Western Idaho.
- Chair Smyser complimented and thanked the President and all of the Faculty and Staff on their outstanding efforts to continue to serve the students of CWI.

○ **TEXT BOOK COSTS**

- Provost Aberle-Cannata reported that CWI is leading in the forefront of OER and that has a lot to do with our Bookstore Manager Jason Stokes. Jason works with our faculty to ensure we are always looking for the best possible issue for the cost. Jason reviewed the purchasing process and the Cengage Unlimited program.

○ **REVIEW COMMENCEMENT PLAN**

- Provost Aberle-Cannata reviewed the 2020 Virtual Commencement Proposal.
- Chair Smyser appointed Trustee Dunham to be the Trustee Liaison to work with the Commencement Committee.

(M/S) TRUSTEES DUNHAM/NILAND MOVED TO APPROVE THE COMMENCEMENT PLAN AS PRESENTED. MOTION PASSED.

SPRING STUDENT SUCCESS MEASURES

- Brian Cuttlers, Manager III, Institutional Research, reviewed the Spring Student Success Measures Report.
 - Trustee Niland asked if the SBOE looks at the cause of the score discrepancies between colleges across the state. Brian said the different rates of remediation success has to do with the student populations and competitive admission requirements between the 4-year and 2-year schools.

- Trustee Niland asked why we have higher scores in English than we do in Math. Dean Justin Vance responded that if you were to go back 5 years instead of four, in English our scores would have been below the other four schools. CWI implemented the co-requisite model ahead of the other schools by about three years. The English scores within 3 years went above the 70% mark, which is the threshold mark where we do not require the students to take a series of remedial classes. A lot of time and effort has gone into reaching this mark. Trustee Niland asked Dean Vance to pass on to the faculty the Trustees appreciation for their extra work and effort.

- Dean Kae Jensen responded to Trustee Niland’s question by adding that Math and English are two very different creatures. Students come to us at different levels and they need different content depending on where they are going. Every student needs the same English class, but there is a wide variety of Math that is required depending on the student’s individual programs. Obviously, the Math numbers need to get better. We will continue to work on this and our next step is to work with the individual programs so they can recommend to the students which path to take.

- Trustee Niland thanked Dean Jensen for her hard work.

STATE BOARD OF EDUCATION (SBOE) STRATEGIC PLAN

- Brian Cuttlers, Manager III, Institutional Research reviewed the State Board of Education Strategic Plan.

- Trustee Lentz thanked Cuttlers for the reporting format and thanked the IR team for all of their hard work.

ENTANGLED SOLUTIONS UPDATE

- Terah Crews and Sara Beth Hoffman of Entangle Solutions updated the Board on the Entangled Solutions Project progress and how COVID-19 is effecting higher education. As many as 20% of our 4-year colleges may not be able to survive if COVID-19 extends into June 2021. The thing that is going to affect CWI directly is the unprecedented demand for short-term education beginning this summer. Large Corporations are acting differently than they did in the last recession. They are continuing to provide education benefits to people they are laying off, in the form of short-term education or skilled based programs.

- Trustee Dunham asked what the short-term education classes are that large companies are looking for. Companies like Disney, are deciding right now if they are going to make the investment in their furloughed employees, and what that looks like.

- President Glandon asked on the National level, regarding Universities shutting down their athletic programs for the fall, is there any news on that. Terah said that the National Universities are struggling and are looking at furloughs and other cost cutting measures. Entangled Solutions data shows that the larger Universities will make it through this. The institutions that we see being hit the hardest are; those that are sub 4,000 students, are private institutions who are highly tuition dependent and have been drawing down from their endowment in the last few years.
- Chairman Smyser thanked Terah and Sara Beth for their update and work.

DORMITORY HOUSING COMMISSION

Bert Glandon

- Executive Vice President Craig Brown made a recommendation to de-commission the CWI Dormitory Housing Commission, as it is not needed at this time.

(M/S) TRUSTEES DUNHAM/LENTY MOVED THAT THE BOARD OF TRUSTEES DECLARE THE CWI DORMITORY HOUSING COMMISSION TO BE INACTIVE ON THE GROUNDS THAT THE COMMISSION'S PURPOSE IS AT AN END. MOTION PASSED.

CHAIR'S REPORT

- Chairman Smyser thanked President Glandon, the Administration, Staff and Faculty, and most of all thanking the Students who have been so dramatically affected by the pandemic. The efforts that have been made to meet the needs of the students has been outstanding. The lines of communication between the Administration and Trustees has been appreciated very much. Thanks to Trustee Hightower for joining us today and best of luck on the delivery of her baby. Also, thanks to Cheryl Wright for stepping up and coming back to assist the college at this time.

PRESIDENT'S REPORT

- President Glandon thanked the Trustees for their support and dedication through this unprecedented time.
 - **NURSING PROGRAM**
 - Mike Tinker, CWI graduate working the front lines of COVID-19 as an Emergency Room nurse at St. Luke's in Meridian.
 - The Idaho Board of Nursing passed two unprecedented policies to meet the increased temporary need of facilities in Idaho in caring for those with COVID-19.
 - In addition, the graduates from the class of 2019, had a state board (NCLEX-RN) pass rate of 96.5%. This is far above the national pass rate.
 - Dean Cathleen Currie organized the donation of hundreds of masks to St. Luke's.

- COMMUNITY ENGAGEMENT
 - A #stillmighty playlist has been developed on CWI's YouTube channel where you can view all of the videos that have been created.
 - CWI Geology professor, Ander Sundell, provided insight on the recent earthquake just hours after the event on the CWI Facebook page.
- AWARDS & RECOGNITION
 - The CWI Communications & Marketing team recently was awarded six Paragon Awards from the National Council for Marketing & Public Relations (NCMPR) for recent work on campaigns, promo items, Pandora, and TV ads. CWI won the most awards overall for any college in 2020 with three bronze and three silver. It's the only national competition of its kind that honors excellence exclusively among marketing and PR professionals at two-year colleges with industry professionals judging each category.

○ EXECUTIVE SESSION

PURSUANT TO IDAHO CODE § 74-206 (1) (b), and (f), CONVENE IN EXECUTIVE SESSION:
(b) To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student; (f) to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

○ Roll Call:

- Chair Smyser – Aye
- Trustee Dunham – Aye
- Trustee Niland – Aye
- Trustee Lentz – N/A
- Trustee Hightower – Aye

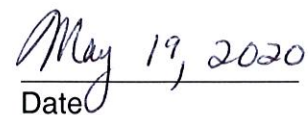
(M/S) TRUSTEES HIGHTOWER/NILAND MOVED TO CONVENE EXECUTIVE SESSION. MOTION PASSED.

(M/S) TRUSTEES DUNHAM/NILAND MOVED TO ADJOURN. MOTION PASSED

MEETING ADJOURNED AT 11:43 A.M.



 Mary Niland, Secretary



 Date